

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Conservation
801 K Street 22nd Floor Acctg
Sacramento, CA 95814



Employee Name	<u>LUTHER, BRIDGETT</u>
Expense Dates	<u>05/14/10-05/21/10</u>
Total Expense Amount	<u>576.19</u>
Amount Due Employee	<u>576.19</u>
Form ID	<u>TEA000668615</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/14	Parking, Auto	15.00	
2)	05/18	Lodging	167.73	
3)	05/19	Lodging	167.73	
4)	05/20	Lodging	167.73	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

TOM J GIBBS

Travel & Expense Account Summary

Employee Name BRIDGETT LUTHER
Expense Dates 05/14/10-05/21/10
Report Name May 2010

Request Total \$ 576.19
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **576.19**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Mountain View	561.19
Regular Travel	Culver City	15.00

NOTE: (d)=Direct Charge

DATE	Fri May 14									TOTAL
Parking, Auto	15.00									15.00
TOTALS \$	15.00									15.00

DATE	Tue May 18	Wed May 19	Thu May 20	Fri May 21						TOTAL
Lodging	167.73	167.73	167.73							503.19
Breakfast		6.00	6.00							12.00
Lunch		10.00								10.00
Dinner		18.00								18.00
Incidentals		6.00	6.00	6.00						18.00
TOTALS \$	167.73	207.73	179.73	6.00						561.19